



28 February, 2019

Right Honourable Prime Minister,

**Subject: Updated Schedule of Rates of Allowance for Government Officials and Non-Governmental Entities and Individuals participating in Development Partner Funded Activities, Programs and Events within Uganda**

Greetings from the Local Development Partners' Group in Uganda.

1. The Local Development Partners' Group (LDPG) is implementing a policy on harmonized provision of allowances to cover expenses incurred by government officials and civil society beneficiaries while traveling for official purposes, when such expenses cannot be covered by the sending organization or government entity.
2. The policy seeks to promote active participation by government officials and non-governmental entities and individuals in events that are relevant to and seen to add value to the institutions they serve.
3. The LDPG seeks to enforce this policy while reaffirming the importance of Government of Uganda (GOU) commitment to attend Development Partner events as part of GOU officials existing duties. In parallel, Development Partners commit to encouraging GOU ownership to eventually assume full responsibility for funding the accommodation, meals and incidentals necessary for GOU officials to perform their jobs in service to the people of Uganda.
4. The policy is implemented in accordance with the following key principles:
  - a) When representatives from the Government and other organizations participate in activities, programs and events, the sending organization has an interest in being represented to serve public interests in accordance with their institutional mandate;
  - b) As a rule, the sending organization is expected to cover all costs related to participation, including per diems and travel reimbursements (defined herein as allowances);

Rt. Hon. Dr. Ruhakana Rugunda  
Prime Minister of the Republic of Uganda  
Office of the Prime Minister  
Kampala

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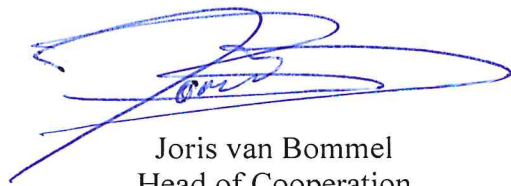
- c) Development Partners are not obliged to pay allowances to cover expenses incurred by government officials and non-governmental entities and individuals while traveling for official purposes;
  - d) The foregoing notwithstanding, there may be special circumstances where the sending organization is unable to cover costs related to the participation of its official representatives. In such cases, Development Partners may decide to provide meals and accommodation in-kind;
  - e) Invitations to events funded by Development Partners should always clearly state in detail which costs are covered to avoid misunderstandings during and after events.
5. In exceptional cases where meals and accommodation cannot be provided in-kind, Development Partners may decide to apply the harmonized rates of allowances as set forth in the updated schedule of Standard Rates of Allowances (Annex 1). The updated schedule was agreed at the meeting of the LDPG on February 12, 2019 and is replacing the schedule dated December 15, 2016. The schedule is applied using the following principles:
- a) The rates provided in the schedule indicate the maximum rates of allowances that can be paid directly (as opposed to in-kind) to government officials and civil society beneficiaries participating in activities, programs and events in Uganda funded by Development Partners;
  - b) The schedule does not apply to travel outside Uganda. In such cases, Development Partners may use their own policies and procedures;
  - c) Sitting, participation and facilitation allowances are not paid under any circumstances;
  - d) Rates are harmonized for all as participants are assumed to incur the same costs during official travel irrespective of status and grade;
  - e) Where actual costs exceed allowance rates, payments must be in-kind and paid for directly by the Development Partner;
  - f) The revised rates of allowances are based on increases in the average cost of living<sup>1</sup> recorded since December 2016 when the last schedule was endorsed;
  - g) Any future revisions to the schedule will be based the mutual agreement of Development Partners and will be presented in updates to this policy;
6. All members of the LDPG, including bilateral and multilateral development agencies as well as UN organizations, hereby commit to implementing this policy in line with principles of anti-corruption, good governance, and GOU ownership and self-reliance principles that each of us seeks to promote through our development cooperation in Uganda.
7. We would be grateful if your office could kindly notify relevant Ministries, Departments and Agencies of this new schedule.

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<sup>1</sup> As measured by the Consumer Price Index.

8. On behalf of the LDPG, we take this opportunity to reaffirm our commitment to increase the effectiveness of our development cooperation in a transparent and accountable manner in support of the national development agenda.

Accept Right Honourable Prime Minister, the assurances of our highest consideration.



Joris van Bommel  
Head of Cooperation  
Embassy of the Kingdom of the Netherlands  
& Co-Chair of the LDPG



Rosa Malango  
Resident Coordinator  
United Nations &  
Co-Chair of the LDPG

cc. Minister of Finance, Planning and Economic Development

Minister of Public Service

Minister of Local Government

Permanent Secretary, Office of the Prime Minister

Permanent Secretary/ Secretary to the Treasury  
Ministry of Finance, Planning and Economic Development

Permanent Secretary, Ministry of Public Service

Executive Director  
Uganda National NGO Forum

*Permanent Secretary  
Ministry of Local Government*

**Annex 1: Updated Allowance Schedule for Government Officials and Non-Governmental Entities and Individuals participating in Activities, Programs and Events funded by Development Partners and NGOs<sup>2</sup> within Uganda**

Effective as of February 12, 2019

When allowances are provided in-kind<sup>3</sup>, the allowances set forth in the schedule do not apply. Overnight and Safari Day allowances are harmonized, and the same rates are applied to all officials, participants and beneficiaries irrespective of status or grade.

<b>Overnight Allowance</b>	<b>Accommodation (maximum contribution, UGX)</b>	<b>Meals and Incidentals (maximum contribution, UGX)</b>
<ul style="list-style-type: none"> <li>Overnight allowance may be paid when an officer or beneficiary stays away for a night or more from the duty station on official duty to cater for meals, accommodation and other incidentals.</li> <li>Meals and Incidentals cover breakfast (20%), lunch (30%), dinner (40%), and incidentals (10%)</li> <li>In exceptional cases, such as inter-district travel in excess of 2 hours, the Development Partner may fund an overnight stay to avoid travel after dark, provided, however, that such exceptional cases shall not include travel after dark within or between Kampala/Entebbe or within other head towns.</li> </ul>	125,000	50,000
<b>Safari Day Allowance</b>	<b>Lunch and Incidentals (maximum contribution, UGX)</b>	
<ul style="list-style-type: none"> <li>Safari Day Allowance is paid to cater for lunch and incidentals when participants or beneficiaries travel within Uganda for a period of six hours or more in any one day and return to the duty station the same day.</li> <li>The allowance represents the lunch (30%) and incidentals (10%) portion of the Meals and Incidentals allowance above.</li> <li>Safari Day Allowance is not a sitting allowance and is not paid if lunch is provided in-kind.</li> </ul>	20,000	

<sup>2</sup> This only applies to non-governmental entities and individuals whose participation is required for successful implementation of activities funded by Development Partners.

<sup>3</sup> "In-kind" support means that accommodation and meals provided to officials and beneficiaries are paid for directly by the Development Partner (or organizations implementing activities/programs on the Development Partner's behalf) and means that no direct payment is made to participants;

## **Annex 2: Support for Transport Costs**

Financial support for transport costs is in principle based on reimbursement of actual costs, e.g., using boda-boda, buses and taxis. Transport costs are not covered for officials participating in activities, programs and events in the town they are based, but in-kind support, i.e., meals, may be provided.

Where travel takes place in an individually, government or civil society-owned vehicle, guidelines for reimbursement *per vehicle* are provided below. In such cases, reimbursement of transport is based on mileage from the workplace to the place of the event, with the understanding that the number of cars for which mileage is reimbursed must be minimized (e.g., if 4 persons are traveling, mileage for only one car will be reimbursed).

### **Fuel Reimbursement Guidelines**

Transport Cost (UGX)	=	Distance X Fuel Cost / Fuel Consumption
Distance	=	Kms to venue for activity and back to duty station (as per Annex 3: Distances between Major Towns)
Fuel Cost	=	Cost per litre (based on Shell market price for either petrol or diesel (whichever was actually used) at time of travel)
Fuel Consumption	=	7 Kms per litre for passenger vehicle up to 7 seats

### Annex 3: Distances between major towns

Entebbe	
318 Chobe	
356 370 Fort Portal	
380 098 432 Gulu	
487 203 483 107 Kitgum	
493 205 481 105 145 Sudan Boarder near Nimule	
237 172 198 234 341 399 Hoima	
114 364 402 426 469 531 283 Jinja	
464 668 298 739 837 835 496 519 Kabale	
556 760 390 822 929 927 588 602 092 DRC Border-Bunagana	
034 284 322 346 452 459 203 080 430 522 Kampala	
300 018 352 080 185 187 154 346 650 742 266 Karuma Falls	
745 348 682 250 162 307 484 631 980 1072 596 330 Kidepo	
538 256 590 249 356 256 392 584 888 980 504 238 499 Arua	
554 272 606 265 372 281 408 600 904 996 520 254 515 016 DRC near Vura	
171 421 378 483 590 588 340 217 293 385 137 403 733 625 641 Masaka	
251 116 254 178 285 283 056 297 552 644 217 098 428 320 336 354 Masindi	
284 329 572 364 344 469 453 170 680 772 250 311 461 533 549 387 395 Mbale	
317 567 232 588 695 693 430 363 147 239 283 549 879 771 787 146 486 533 Mbarara	
408 612 242 674 781 779 440 454 096 188 374 594 924 816 832 237 496 624 091 Tanzania Border	
508 390 796 321 281 428 512 394 904 966 474 372 255 594 610 611 456 224 757 848 Moroto	
343 121 346 114 221 219 148 389 644 746 309 103 364 216 232 446 092 414 578 588 475 Paraa	
381 232 552 267 247 372 354 267 777 869 347 214 393 436 452 284 298 097 630 721 158 317 Soroti	
239 374 527 409 389 514 408 125 534 727 205 356 506 578 594 342 422 045 488 579 269 459 142 Tororo	
257 392 454 427 207 532 426 143 653 745 223 374 524 596 612 360 440 663 506 597 287 477 160 018 Malaba	